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Overview

This page allows the user to access any district/local education agency (LEA) for the selected application within E-grants. Some users, depending on their responsibilities and access level, may also be able to initiate the review application, supervisor review, and/or competitive grants administration processes from this page.

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Searching for a District/LEA

It is possible to search for an LEA by either legal entity (LE) name or by legal entity (LE) number.

Search by LE Name

1. Enter the first letter, letters, or word of the LE name in the "Starts With" text box. This entry is not case-sensitive.
2. Click the **Search** button.

Search by LE Number

1. Select the radio button next to "Legal Entity."
2. Enter at least the first two numbers of the four-digit LE number in the "Starts With" text box.
3. Click the **Search** button.

Select an LE from the Drop-Down List

1. Click on the chevron on the right side of the "Select District" drop-down box.
2. Use the scroll bar to scroll to the preferred LEA. (Alternatively, once the list of districts is displayed, quickly type the first few letters of the LE name to jump to the general vicinity of the desired LEA.)

If there is more than one match to your search criteria, the **Organization Search Results** page will open. Click the radio button next to the desired LEA then click the **Select** button.

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Application Review Button

If you are a user with application review responsibilities, the **Application Review** button will display to the right of the **Search** button.

To start the application review process, press the **Application Review** button.

The My To Do List page will display a list of all applications/amendments currently ready for review.

Click the Instructions button on the My To Do List page for more information.

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Supervisor Review Button

If you are a user with supervisor review responsibilities, the **Supervisor Review** button will display to the right of the **Application Review** button.

To start the supervisor review process, press the **Supervisor Review** button.

Click the Instructions button on the Supervisor Review page for more information.

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Competitive Grants Administration Button

If you are a user with competitive grants administration responsibilities, the **Competitive Grants Administration** button will display to the right of all the other buttons.

To start the competitive grants administration process, press the **Competitive Grants Administration** button.

Choose the desired tab. Click the Instructions button on the individual competitive grants administration pages for more information.

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